



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 5, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Agreement Analyst
Bureau of Local Roads & Streets
Highways
Springfield

Attachments
40579

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Agreement Analyst

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-50-402-12-01

IPR#: 40579

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Local Roads & Streets/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the analysis, technical examination, and review of joint state/local agency funding agreements and local agency/consultant engineering agreements for all federal-aid and state-funded projects implemented under various programs administered by this bureau. This position is also accountable for securing local agency award concurrences and the preparation of post-letting modified project agreements and award notices for federal-aid road and bridge projects, and for monitoring the local portion of the state letting.

Special Qualifications:

The following criteria is desired:

- An associate degree from an accredited two-year civil engineering technology program. Knowledge skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Ability to plan and organize, and execute projects or programs
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DATE:	12/03/2014	POSITION:	Agreement Analyst
APPROVED BY:	James Klein	OFFICE/DIVISION:	Highways/Bureau of Local Roads and Streets
CODE:	PW014-23-50-402-12-01	REPORTS TO:	Agreement Coordinating Specialist

Position Purpose

This position is accountable for the analysis, technical examination, and review of joint state/local agency funding agreements and local agency/consultant engineering agreements for all federal-aid and state funded projects implemented under various programs administered by this bureau. This position is also accountable for securing local agency award concurrences and the preparation of post-letting modified project agreements and award notices for federal-aid road and bridge projects, and for monitoring the local portion of the state letting.

Dimensions

Total project budget:	\$350 - \$400 million
Local agency-state joint agreements in all federal-aid road programs:	350
Local agency-consultant agreements for federal-aid road and bridge programs:	300
Special funding agreements	200
Materials testing agreements	5-10
Chicago DOT Task Order agreements:	10-20
State lettings per year:	8-10

Nature and Scope

This position reports to the Agreement Coordinating Specialist, as does the Agreement Review Technician. There are no subordinate positions.

This position is required to analyze joint funding agreements to ensure funds are available, methods of reimbursement are clearly represented, and ambiguities are eliminated. The incumbent solicits and examines comments from other central bureaus as appropriate. Comments are assessed by the incumbent and incorporated to formulate an acceptable contract to all concerned parties.

The incumbent personally examines and analyzes engineering agreements to ensure compliance, clarity and completeness. Engineering agreements are coordinated with the Financial Review and Investigations Section to facilitate audits of the contracts. S/He assesses audit report recommendations and communicates findings to local agencies and consultants in a logical and understandable format. The incumbent resolves controversial comments sensitive to local agencies by direct communicating with district personnel. The incumbent verifies that the specified engineering work is in accordance with the departments' Annual Program before the agreements are approved. Once approved, the incumbent secures federal authorization.

This position is also responsible for post state-letting activities, including obtaining local agency award concurrences, preparation of detailed award notices, and modification of federal authorities. The incumbent utilizes the Letting Management system (ELM) to enter award dates, set state appropriation assignments, and calculate percentages for federal, state, and local participation.

The incumbent is charged with the responsibility of ensuring agreements conform to the established guidelines, and are in compliance with appropriate federal and state laws. A typical problem is to reconcile

those agreements which do not fall within parameters established by policy and precedent. The greatest challenge is to coordinate work to ensure agreements are reviewed and approved by the department in a timely manner to meet letting schedules, and to initiate award notices and modified project agreements to prevent lapsing of available federal funds or delaying construction.

Under the direction of the Agreement Coordinating Specialist, the incumbent is afforded latitude to act within departmental policies and procedures to accomplish established goals. The incumbent receives guidance from the Agreement Coordinating Specialist on agreements which are unique and on matters which may require establishing a precedent. The incumbent is free to arrange routine work and, when possible, arrive at an acceptable compromise by direct negotiation on agreements which need reconciliation.

The incumbent has frequent internal contact with district personnel, the Financial Review and Investigations Section, Project Control, the Office of Planning and Programming, and the Central Bureaus of Design and Environment, Land Acquisition and Operations. External contacts include the Federal Highway Administration, local agencies, and consultants.

The effectiveness of this position can best be measured by the incumbent's ability to quickly resolve obstacles to prevent costly delays in federal authorizations, scheduled bid lettings, and approval of consultant engineering agreements.

Principal Accountabilities

1. Examines, analyzes and processes federal-aid consultant engineering agreements for departmental approval.
2. Assesses complex audit report recommendations and writes audit findings in a logical and understandable format.
3. Analyzes, coordinates and processes joint state-city, county and township agreements for departmental approval.
4. Ensures eligibility and funding of all improvements by verifying with the state and federal programs.
5. Maintains an accurate, comprehensive record of the status of all agreements.
6. Initiates and prepares federal authorizations for local engineering projects and modified authorizations for state let construction projects.
7. Obtains local agency award concurrences in order to coordinate letting information with districts and other central bureaus.
8. Prepares and transmits award notices to appropriate bureaus for all federal-aid construction projects to initiate state obligation and assigns distribution of costs.
9. Provides guidance to district and local agency personnel who originate agreements to facilitate processing and ensure timely approval.
10. Assists other sub unit members when necessary.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as required or assigned.